

Kalamazoo HIV/AIDS service agency is looking for an energetic, organized individual with a flair for details to participate in the planning of our annual city-wide fundraising event. This part-time position will start immediately and end on or about May 15, 2015. Potential candidates should have strong organization and communication skills, Microsoft Office Suite experience, and ability to multitask and bring a positive attitude to work every day. Past event administration experience is preferred. Please send cover letter, resume and salary requirements to Recruiting@NFGLLC.com. Applications accepted until the position is filled. EOE